

DDEB

PERSONAL LEAVE

Each certified teaching staff member of the MLS Public School District shall be granted Three Personal Leave days per year, accumulative to six days. Two additional days may be granted subject to a salary deduction based on the cost of a substitute as established by the school board. Additional days of personal leave beyond a staff member accumulated days and those days with a substitute reduction will result in a 1/183 salary reduction of the employee's salary for each subsequent day. A "Request for Leave" will be submitted to the appropriate building principal for approval and then approved through the superintendent's office.

Except in special circumstances, as determined by the superintendent, no personal leave shall be granted for the first two weeks or the last two weeks of school. No more than two teachers may be granted personal leave at any one time from one building. Leave may not be taken in less than 1/2 day units. Unused personal leave days in excess of six days will be purchased back by the MLS District at \$100.00 per day.

Staff members can exchange 5 days of sick leave for 1 additional day of personal leave. This leave can be used only when all personal leave has been used. This exchange of sick leave for personal leave can only be used once during a school year.

Each ancillary staff member (Cooks, Custodians, Teacher Aides, and Office Personnel) of the MLS Public School District shall be granted Three Personal Leave days based on their workday per year, non-accumulative, without loss of wages. Personal leave granted in excess of three (3) days shall result in a loss of wages for the period of time missed. Employees (bus drivers) of less than 20 hours are entitled to three personal days per year, non-accumulative.

A "Request for Leave" will be submitted to the Superintendent for approval. Except in special circumstances, as determined by the Superintendent, no personal leave shall be granted for the first two weeks or the last two weeks of school. Leave may not be taken in less than 1/2 day units.

End of Mohall-Lansford-Sherwood School District #1 Policy DDEB.....Adopted: 06/2019